



**Emergency Medical Services Authority**  
**Disability Advisory Committee**  
**Bylaws**

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## Article I: Title and Purpose

### Section I: Title

The name of this committee shall be the Disability Advisory Committee (DAC) of the Emergency Medical Services Authority (EMSA).

### Section II: Purpose

The DAC is established pursuant to the requirements of California Government Code Section 19795 (b) (1), which requires all state agencies to establish a committee of employees who are individuals with a disability, or individuals with an interest in disability issues to advise the head of the agency on matters relating to the formation and implementation of a plan to overcome and correct any underrepresentation determined pursuant to California Government Code Section 19234. The DAC is to advise the Director on matters relating to California Government Code Section 19795 (b) as a means to enhance employment and promotional opportunities for individuals with disabilities and to provide a vehicle for consultation related to effective implementation of the Americans with Disabilities Act (ADA) and Section 504 by the Department. Specific activities include:

- 1) Serve as technical advisers to the department head and EEO/AA officer on the development, implementation and maintenance of equal employment opportunity and affirmative action programs and activities for persons/ employees with disabilities.
- 2) Initiate, design, coordinate and implement projects that will improve the personnel practices and employment opportunities for persons with disabilities in order to facilitate their representation at all levels within the department.
- 3) Maintaining representation and participation on the State Disability Advisory Council (SDAC).
- 4) Establish liaison with groups and organizations that are concerned with achieving representation and utilization of persons with disabilities in the department's work force.
- 5) Monitor issues concerning the DAC to guarantee that necessary actions occur within reasonable time frames.
- 6) Assist and advise staff on issues relating to the ADA.

## Article II: Legal Authority

### Section I: Legal Authority

The Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 require employers to ensure that persons with disabilities are given equal employment opportunities and are treated fairly as employees. These laws provide strong

antidiscrimination protection and require employers to provide reasonable accommodation to employees with disabilities in order that they may perform their jobs successfully.

In addition, California Government Code Section 19230-19237 require all state agencies to develop and implement an equal employment opportunity program aimed at assuring that persons with disabilities have access to positions in state government on an equal and a competitive basis with the general population. As part of this effort, all State agencies are required to establish a disability committee. Specifically, Government Code Section 19795(b) states:

"Each state agency shall establish a separate committee of employees who are individuals with a disability, or who have an interest in disability issues, to advise the head of the agency on issues of concern to employees with disabilities, and matters relating to the formulation and implementation of the plan to overcome and correct any underrepresentation determined pursuant to Section 19234".

### **Article III: Operating Parameters**

#### **Section I: Staff Time**

The appropriate EMSA official may approve up to 4 hours per month for DAC activities.

#### **Section II: Support Services**

Support services, such as interpreters, readers, or note-takers may be necessary for meetings or other activities of the DAC. The DAC Chairperson should be provided with sufficient advance notification if the services are required.

#### **Section III: Communication**

No letters, memos, communications or action are to be undertaken without the consensus of at least the Chair and vice-Chair, in conjunction with the Equal Employment Opportunity (EEO) Officer.

#### **Section IV: Travel**

Travel must be preapproved by the committee members' direct supervisor and submitted via the approved travel request process.

## **Article IV: Membership**

### **Section I: Membership**

The DAC shall be composed of at least the following 5 members as follows:

- 1) EEO Officer
- 2) Fiscal, Administration, and Information Technology Division: one (1) member
- 3) Disaster Medical Services Division: one (1) member
- 4) EMS Systems Division: one (1) member
- 5) EMS Personnel Division: one (1) member

### **Section II: Qualifications**

Government Code Section 19795(b) requires that each State agency establish a committee of employees who are individuals with disabilities or who have an interest in disability issues. All employees shall be invited to serve on the committee and the final selection of members will be at the discretion of the Director. If sufficient interest is not obtained during this process then each EMSA division will designate and appoint one individual to serve on the DAC.

### **Section III: Term of Appointment**

Appointments to the DAC will be for a two-year term. The program year for the committee is July 1 through June 30. Any DAC member may reapply for and be appointed to the DAC for additional two-year terms. A member can serve for an unlimited number of terms.

### **Section IV: Appointment of Vacancies**

On an as needed basis an all-employee letter, signed by the Director, will be distributed to solicit interested persons for possible membership on the Committee. The letter will emphasize the importance and mission of the Committee and the desire to achieve a diverse membership.

If sufficient volunteer interest is not obtained from the all-employee Directors letter then Division chiefs shall appoint a staff member to represent their Division on the DAC.

## **Article V: Committee Responsibilities and Liaison**

### **Section I: Responsibilities**

The responsibilities of the DAC include, but are not limited to the following:

- 1) Advising the Director regarding EEO and Affirmative Action programs for employees with disabilities, including EMSA's Reasonable Accommodation policies and procedures.
- 2) Advising the Director regarding policies that will improve EMSA personnel practices and employment opportunities for persons with disabilities, specifically related to recruitment, retention and upward mobility employment opportunities for persons with disabilities.
- 3) Establishing liaisons with groups and organizations that promote opportunities for persons with disabilities.
- 4) Advising on issues related to emergency evacuation plans for staff with disabilities.
- 5) Promote, coordinate and develop the Department's observance of (NDEAM), National Disability Employment Awareness Month.

It is understood that these Committee meetings are of primary importance to the mission of the Department, and the Member will be expected to attend except in unusual circumstances. Members will disseminate information from the Committee meetings to their respective divisions to solicit input and feedback from interested parties, as well as from advocacy and community groups.

## **Section II: Liaison**

The Committee Chair, Vice-Chair, or other designated member shall serve as the Committee/Department liaison to the Statewide Disability Advisor Council (SDAC) of the State Personnel Board.

The DAC may establish liaisons with groups and organizations that promote opportunities for persons with disabilities.

## **Article VI: Meetings**

### **Section I: Regular Meetings**

The DAC shall meet at least quarterly and will establish an annual calendar of meetings. Ten (10) days prior to each meeting, the DAC Chairperson shall issue the DAC Agenda\Notice of Meeting to all committee members and post the agenda on the EMSA internet DAC webpage.

### **Section II: Open Meetings**

Except where indicated in the DAC By-Laws, regular meetings and records shall be open to the public and noticed according to the Bagley-Keene Act.

### **Section III: Special Meetings**

Special meetings may be called as needed by the Chairperson. Such meetings will still require the ten (10) day notice in advance of the meeting including posting the agenda on the EMSA internet DAC webpage.

### **Section IV: Location**

The principal meeting place shall be the Sacramento area, primarily in Rancho Cordova, and will be accessible to persons with disabilities and conform to state policy regarding state-sponsored meeting locations.

### **Section V: Agendas**

DAC agendas shall be developed by the DAC Chair, with general membership providing input.

### **Section VI: Quorum**

A quorum shall be the majority of the members currently serving on the committee.

### **Section VII: Minutes**

The DAC Secretary will be responsible for taking meeting minutes, transcribing them and sending them to the Chairperson to review and distribute to members.

### **Section VIII: Parliamentary Authority**

The DAC Chairperson will conduct meetings using standard parliamentary procedure. Rules contained in the Robert's Rules of Order, Newly Revised Edition shall govern the activities of the DAC and its subcommittees in all cases where applicable and where the rules are not in conflict with these bylaws.

## **Article VII: Officers**

### **Section I: Titles**

The Officers of the DAC shall consist of a Chairperson, Vice Chairperson, Secretary and SDAC Representative.



## Section II: Duties

- 1) Chairperson
  - a. The Chairperson shall be responsible for conducting meetings, developing and distributing an agenda, with input from the committee and staff liaison and other interested parties. The Chairperson will be a nonvoting member to allow the Chairperson to conduct the meeting in as fair and objective manner as possible, with the exception of tie votes, when the Chairperson will cast the deciding vote.
- 2) Vice Chairperson
  - a. The Vice Chairperson shall act in the absence of the Chairperson and shall coordinate the activities of the subcommittees.
- 3) Secretary
  - a. The Secretary shall take minutes of the DAC meetings and perform other secretarial work as necessary.
- 4) SDAC Representative
  - a. The SDAC Representative shall be responsible for attending and participating in the SDAC meetings and keeping the DAC informed on SDAC activities.

## Section III: Term of Office

Officers will serve one-year terms under the direction, and at the pleasure of the Committee and the Director.

## Section IV: Elections

The Officers shall be elected annually by a majority vote of the DAC membership each year. Nominations shall be submitted by the membership on an annual basis of each year. Nominations may be held at other regular meetings to fill a vacancy of one of the officers.

## Article VIII: Absences, Resignations, and Terminations

### Section I: Absences

Members must advise the Chairperson 48 hours in advance of absence, with the reason for non-attendance. Any member missing two consecutive meetings without good cause, as determined by the Chairperson, will need to meet with the Chairperson to discuss continued DAC membership.

## **Section II: Resignations**

A member and/or officer of the DAC shall submit a written resignation to the Director and the Chairperson of the DAC. The resignation shall be effective when it is acknowledged by the Director.

## **Section III: Terminations**

A person's membership terminates when he/she is no longer employed by the Department. Members serve at the pleasure of the Director and may be terminated by the Director for cause. In such cases, the Director shall inform those members of the intent to terminate membership, the reasons for the termination, and the official termination date.

## **Article IX: Subcommittees**

### **Section I: Membership**

The DAC Chairperson may appoint subcommittees as necessary to carry out the activities and responsibilities of the DAC. Subcommittees shall consist of at least one member of the DAC and may include non-committee representatives as needed. The DAC Chairperson shall request, from the non-committee representative's supervisor permission for that individual to participate in the activity of the subcommittee.

### **Section II: Coordination**

The Vice Chairperson shall be responsible for the coordination of the subcommittees.

### **Section II: Findings and Facts**

All reports and findings of subcommittees shall be presented to the DAC for approval and then released for presentation by the DAC to the Director or any other official or program within the Department.

## **Article X: Amendment to Bylaws**

### **Section I: Submission**

Proposed amendments to the bylaws shall be submitted to the DAC at a regularly scheduled meeting. The proposed changes shall be introduced and printed in the DAC minutes at least one month prior to DAC action on the proposed change(s).

## **Section II: Ratification**

Proposed amendments to the bylaws must be voted and approved by three fourths of the members and approved by the Director to become part of the bylaws.

## **Article XI: Technical Assistance and Support**

### **Section I: Technical Support**

The Director's Office shall provide technical assistance to and advise the DAC on matters concerning cooperation from Departmental Divisions.

### **Section II: Staff Support**

The DAC may seek technical assistance and guidance from Department staff with expertise on issues and programs which may affect employment and promotional opportunities for persons with disabilities.